

## **MVAC MINUTES – JULY 14, 2004**

The meeting was held on July 14, 2004 at the Division of Wildlife. Larry Wegrzyn started the meeting at 9:00 am.

In Attendance: Mary Anne Kramer – CBI, Cher Threlkeld – DOW, Ron Arellano – DOHE Pueblo CC, Patti Hughes – DOHE CU Boulder, Ronni Hunter – DOR Gaming, Jim Anderson – DOHE UCHSC, Russ Wilcox – DOHE UCCS, Bryan Flansburg – DOHE CU Boulder, Beth Ann Wieder – CDOT, Michael Stadler – DOHE UNC, Patti Torres – DOLE, Karen Neuschwanger – CDOT, Barb Garcia – DOHE Metro, Corinne Jones – DPA, Cindy Hamby – DOR, Mercedes Schwall – DONR Parks, Mette Boes – OSA, Melissa Bradley – OSA, Steve Bouey – OSA, Gary Goldsberry – CDOT, Gene Stroh – DOHE CSU, Fred Trujillo – DOL, Karen Griggs – CSP, Kyle Shelton – CSP, representing State Fleet – Larry Wegrzyn, Bob Schley, Terry Sisneros and Ken Hausauer.

Larry introduced the audit team.

### **Updates**

- **Commuting** – SFM is currently in the process of looking at the data for commuting. The module in CARS for Commuting needs some work on the reporting portion. The reports are by department not division or section. To comply with audit request SFM will download of the data that we currently have into a more useable format that we can put into a spreadsheet and sort out. SFM will send this out and verify that the information is current regarding the people listed as commuters. The commuting authorization form currently asks for department/division not section, SFM will revise and distribute this form as well. The rules say that DCS will collect \$60 from the person that is reimbursing and then will credit the agency from the billing. However, because commuting is authorized by commuter and not the vehicle, SFM bills agency for vehicle's reported mileage and the agency makes a payroll deduction for those commuters required to reimburse. We contend this is the most sensible method. The rules currently do not reflect SFM's existing business practice. SFM is modifying some of the rules in regard to commuting to align them with the practice. SFM will send notification when the modifications are approved.

It was asked if there are any questions regarding commuting. Dave Monson – DOC there should be a law enforcement category for Parole/Correction Officer. Larry – SFM there is a category for law enforcement commuting. Rule update - validating a commuter is up to the agency. Dave Monson – DOC, need clarification of Peace Officer.

- **New Year** – SFM has done the first pass on underutilized vehicles for FY04. SFM needs to validate the numbers before distribution. There were approximately 100 vehicles on the list. SFM will determine a threshold margin of miss that is

acceptable and cut those vehicles off the list, also we'll make sure there are no short-term vehicles and no vehicles that billed less than twelve months in a department. SFM will then send the list out and give the agency the opportunity to justify the underutilization. If the number of vehicles identified as underutilized is considered problematic by JBC or OSPB, some vehicles may have to be turned in. No questions regarding utilization. The list will be out within the next week or so.

The utilization code 5E has been changed and published on the web site. It is now called "Temporary Vehicle" and the mileage is exempt.

SFM would like to make an announcement urging everyone to touch base with agency accounting and billing people to make sure to get all billing codes in before starting FY05. Also, if there are any section reorganization changes submit to SFM now.

- **FY06 Replacements** – SFM is going to do a presentation today showing the spreadsheet used for replacements, which gives legitimacy with the JBC and the auditors. SFM is an advocate for all the departments in the State of Colorado to get replacements to address safety and reliability issues and how we can go about that. The OSPB is the Governor's voice and ears. Every department has someone who is an OSPB analyst except DOHE. DPA has an OSPB analyst and we collaborate with them in making decisions with regards to replacements and appropriations based on the SFM methodology and fiscal climate. It may help the case that we present to our OSPB analyst if he had input from the other agency OSPB analysts. The agencies need to educate their budget people regarding safety, reliability and staff down time (resulting from more frequent repairs, etc.) associated with lack of replacements and an aging fleet. In today's presentation you will see the write-up that SFM drafts as part of the replacement analysis.

It was asked if there was access to archived testimony. Most of the deliberations occur behind closed doors. DPA rarely gets a chance to speak. Access is probably not going to be worth anything. SFM will get audio files recorded and will post on web site or make available somehow should relevant testimony be requested and presented.

What are the GSA criteria for replacing vehicles? Some are replaced between 40,000 and 80,000 miles. In South Carolina patrol vehicles are replaced at 125,000 and vans at 150,000. SFM bid awards frequently beat GSA pricing.

It was brought up that we should refer to vehicles as tools not assets. Michael Stadler – UNC, the logic behind this is that people need to get to and from the job site, it is used the same as a power tool. The bottom line is this is not a pile of money but an internal part of the daily job. SFM would like to fit the argument into the budget appropriation. Michael Stadler – UNC, Fleet has realized one size does not fit all. SFM would like feedback on the write up for future submissions.

The FY06 list has to be finalized and submitted by the end of July. SFM will send the list out. The list identifies specific vehicles projected to meet certain mileage thresholds and with certain cost components over the next two years. SFM understands that after two years things can change and a different vehicle may need to be turned in, we just need an explanation for swap requests. SFM recommends that agencies keep the slots open for replacement. No questions.

## **Presentation**

- Replacement Methodology, Larry Wegrzyn
- Upcoming Subject Suggestions
  - Vehicle care as part of employee's evaluation
  - Commuting
  - Budget
  - COP's
  - Accidents – Bob Giovanni, August 2004
  - It was suggested to move the presentation to the end of the MVAC meeting.

## **Operations**

- Authorizations – when a recall has been announced it is not official until the manufacturer notifies SFM. Until it is announced officially the dealerships do not have the parts.
- MyFleet – Adam has completed a couple of new web reports.
  - Variable Budget Report – project what variable operating costs are going to be in any month of the year. SFM will still have to project the variable rate every year.
  - Utilization Distribution Report – credibility with regards to the utilization codes that have been established. It is a monitoring tool.

## **Discussion**

Are there any agency presentations? CSP – Kyle will let SFM know at the August meeting. CDOT – Karen N. maybe in 6 months.

It was suggested to have an afternoon MVAC meeting at Cherry Creek Park. Everyone seemed interested.

Meeting adjourned at 10:50 am.

The next meeting will be August 11, 2004 at the Division of Wildlife, 6060 Broadway, Big Horn Room.